

S: 30 Jan 98

AQOL

12 Jan 98

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS

SUBJECT: DCMC Memorandum No. 98-34, DCMC Directory (TASKING)

This is a TASKING Memorandum. It will expire upon completion of the required action.  
Target Audience: District HQ and selected CAOs.

**Requirement:**

- Requirement – Provide District position, with CAO input, NLT 30 Jan 98 on preferred way to easily find phone #, e-mail address, and other useful information for DCMC personnel, via the Internet. Alternatives are at Attachment 1.
  - The “DCMC Directory” (name, phone #, e-mail address, etc. for all DCMC personnel) is near completion but before deploying on the DCMC Home Page we must ascertain that we are going to use the method of satisfying the basic requirement that best supports HQ, District, CAO and customer needs. Additionally, the choice must be efficient and demand as little of their resources as possible to maintain information currency and accuracy.
- The DCMC Directory’s primary purpose is to facilitate timely communications. It will enable Home Page users to quickly find a way to contact anyone in DCMC. It may also upon further development provide a means to find those people responsible for designated functions/processes/etc. without having to be conversant with the organizational scheme or who might be responsible by name.

**Point of Contact for Further Information:**

Richard Horne  
Functional Requirements Team (AQOL)  
703.767.2359  
richard\_horne@hq.dla.mil

JILL E. PETTIBONE  
Executive Director  
Contract Management Policy

Attachment

## DCMC Directory Alternatives

Each District should provide response to the following:

### **Do you prefer to have a centralized DCMC directory?**

- Centralized means:
  - One data base (DCMC Directory) for all information – standardized information requirements
  - Data base will reside on a server at DCMC HQ
  - Basic information (name, organization) will come from an extract from the database supporting the personnel system (ATAAPS) and will be entered monthly for all DCMC by DCMC HQ
  - Designated District HQ and CAO personnel will have “write” access to the DCMC Directory and will provide additional information (phone #, e-mail address, etc.) once for each person listed and will update that information monthly as new people come on board (monthly update by DCMC will only change names added or deleted and will not effect records for personnel that are not added or deleted).
  - How it works for users - If a person at any organization in DCMC, CAO/District/HQ, accesses the Directory from a link (icon) on their local Home Page or the DCMC Home Page, they will get the DCMC Directory and then could search (by last name, first name, organization, etc.) to get the listing they seek. If the CAO didn't have a Home Page they would select either the District Home Page or the DCMC Home Page and then the Directory from that point.

### **Do you prefer to have decentralized directories for each DCMC organization?**

- Decentralized means:
  - Separate Directory data base for each organizational element (DCMC HQ, District HQ, and CAO) – i.e., DCMC HQ Directory, District HQ Directory, CAO Directory
  - Databases would reside at the separate organizational elements.
  - HQ DCMC, Districts and CAOs would each update the basic information for their separate databases as noted above (from ATAAPS).
  - How it works for users – If a person at a CAO accesses the CAO Home Page and selects the CAO Directory, they will get the CAO Directory that lists only those personnel at the CAO. A click on another link/icon would take them to the District Directory where they could find anyone in the District HQ or in a CAO that doesn't have a Home Page and another click on another link/icon would take them to the DCMC Directory where they could find anyone at DCMC HQ. CAOs without Home Pages could have the Districts maintain their listing or they could arrange for access to the District database to update their information. Basically, all organizational elements would have to create a directory page that showed the links to all the other directories in the Command since the DCMC Directory would only contain listings for personnel at the HQ and the District directories would only contain listings for personnel at the District and those CAOs that do not have a home page.

**Do you prefer another alternative?** Specify with details similar to those above.